

**VOLUNTEER
ROLE PROFILE**



Role Title:	Fundraising Blue Box Volunteer	Date:	January 2023
Department:	Fundraising	Manager:	

Role Purpose:

Support the Fundraising Team with collection of blue boxes and when required by counting the money from the blue boxes. Ad hoc Events Support

KEY TASKS AND RESPONSIBILITIES within PORTFOLIO OF DUTIES

Functional responsibilities of Role:

Collection and Delivery of Blue Boxes (as and when required basis)

- Visiting our supporters on the list provided and collection/receipting the blue boxes per the receipting donations procedure.
- Leaving replacement blue box and returning the full boxes to the Hospice.

Counting Blue Boxes

- Counting, reconciling and banking the monies from the blue boxes in accordance with the cash handling policy and the recording process.
- Completing and sending "thank-you" letters and certificates.
- Updating donor records
- Contacting our supporters via telephone.

Help with the Events team (chocolate bouquet etc)

- Various seasonal tasks helping to prepare and deliver different fundraising initiatives.

Skills and abilities

- Computer Literate – able to use Word and ability to use databases.

- Attention to detail.
- Good interpersonal skills

Training/General Information

DBS Check is required for this role.
References are required for this role

- NHS Conflict Resolution
- Equality, diversity and Human rights
- Health, Safety and Welfare
- Infection prevention and control level 1
- Moving and Handling level 1
- Basic Prevent Awareness
- Fire safety Level 1
- Safeguarding Adults Level 1
- Safeguarding Children Level 1
- Data Security Awareness

Personal Requirements

Essential

- Good written and verbal communication skills
- Good organisational and time management skills
- Excellent customer service skills
- Computer literate on Word and ability to use databases
- Able to work within a team
- Able to use own initiative
- Able to give constructive feedback to volunteers and staff
- Honest and trustworthy

Disclaimer

Volunteering is a mutually beneficial arrangement, but it is not intended to give rise to contractual obligations on the part of either the Hospice or the volunteer.

